

## **RECRUITING OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative position, the primary duty of which is to provide a high level of staffing services for the Shreveport Fire Department. The employee of this class is responsible for the management of the personnel recruitment and selection program and serves as the primary point of contact for fire department applicants. The Recruiting Officer is responsible for all recruiting efforts and facilitates the hiring process. The employee of this class works with some supervision having the authority to work independently reporting to and having work reviewed by the Chief Training Officer.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Oversees the personnel recruitment and selection program for the fire department in accordance with federal EEO standards in order to ensure that the fire department maintains a qualified staff. Makes presentations and speeches to potential applicants to provide information about the fire department and the position to which they are applying. Attends local recruitment functions such as job fairs and maintains schedule of such functions. Participates in live radio broadcasts and issues public service announcements to enhance recruiting efforts. Prepares information for the department's website to ensure that online recruiting resources are current and up-to-date. Develops and maintains all advertisement materials as needed.

Manages and coordinates all communication with applicants. Distributes applications to those who may be interested in employment with the fire department and maintains a log of individuals who receive applications in order to make follow up calls. Develops and maintains a hiring time line to ensure that applicants accurately and timely complete the hiring process. Ensures that applicants complete all necessary paperwork, including applications for testing to the civil service board. Reviews completed application packets and conducts a pre-screen of all interested applicants. Coordinates and maintains the C-PAT mentoring program with other members of the department and encourages applicants to participate the program. Administers the TABE (Test of Adult basic Education) to applicants during the hiring process and notifies applicants of test score.

Coordinates with various entities in the scheduling of pre-

employment testing and evaluations such as polygraphs, psychological evaluations, and physicals. Performs detailed reference and background checks on applicants. Manages the scheduling of applicants interviews with the Applicant Interview Board. Maintains a schedule of appointments and interviews. Prepares applicants for both the Preliminary and the Oral Interview process. Assists in the interviews of prospective employees as needed. Makes recommendations for hiring. Extends offers of employment to selected applicants including advising applicants of start dates and information on obtaining uniforms, as directed by the appointing authority.

Provides for the maintenance of department records such as application packets, completed employment applications, hiring data statistics, or any others which may be required. Maintains lists of eligible applicants. Receives department employment records and reports and checks them for completeness, accuracy, and conformity to established procedures; corrects errors in records and reports or returns them for correction. Personally completes any forms and records assigned. Compiles letters, forms, memos, statements, formal reports, or any other assigned documents. Compiles and organizes data needed for reports.

Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members, and state and local agencies. Answers questions for the public about employment with the fire department or any related areas. Works with boards, agencies, and related organizations (such as the U. S. Department of Justice) whose rules and operations affect the hiring process of fire department employees. Participates in conferences, conventions, and other educational meetings to stay informed on recruiting and hiring practices.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must have at least two (2) years experience in the field of human resources. Human Resources experience must include full time experience, preferably in the public sector, the primary duties and responsibilities of which must have included employment placement, recruitment, or direct supervision of department personnel.